

Qualified Plan Consultants, LLC

"Your 401(k) Plan Design & Administration Specialists"

Retirement Account Coordinator

Qualified Plan Consultants, LLC is a locally owned small business that is preparing for future growth. We are a third party administration firm that provides consulting and administration services 401(k) plans. We have a professional, yet relaxed atmosphere.

Account Coordinators are responsible for assisting internal customers (Retirement Plan Consultants) with:

- Distribution processing
- Day-to day written and verbal communication with clients
- Compliance testing
- Government reporting preparation
- Routine spreadsheets and reports

Must possess:

- Excellent customer service skills
- Proficient with software systems including Microsoft Word, Excel
- Above average written and verbal skills
- Sound analytical thinking and interpersonal skills
- Ability to work independently with minimal supervision

Working hours are Monday – Friday, 8 am – 5 pm. We offer competitive pay, excellent benefits and a team-oriented environment.

Interested candidates (no recruiters please) should mail, fax or email a resume with salary requirements to:

melissa@401k-qpc.com
Qualified Plan Consultants, LLC
Attn: Melissa Ryan, Administration Manager
4348 114th St.
Urbandale, IA 50322
fax (515) 252-0980

For further information, please use your web browser to visit <http://www.401k-qpc.com>